

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 December 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 52, Week of 17 - 23 December, 1957

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1. Numbers in Clerical Induction Training. During the week of 17 December there were  people in Clerical Induction Training. Of these  were entering for the first time.

2. Numbers in Clerical Orientation Training. There were [ ] people in Clerical Orientation for the week of 17 December.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 17 December were as follows:

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**Tested**      **Qualified**

## Shorthand Typewriting

4. Additional Light Fixtures Installed. At our request a survey was made of the lighting in the classrooms at 1016 16th Street. Additional light fixtures were recommended. The installation of these lights took place this week. In Rooms 401 and 501 two new fixtures were placed, respectively and in Rooms 400 and 500 one fixture was placed, respectively.

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